


Introduction to Supervision Agreement

The purpose of this document is to create an agreed upon set of responsibilities and expectations for both supervisor and supervisee. This agreement is not intended to dictate interactions, but is intended to provide clarity and support. Throughout the semester, this document is considered to be “living,” meaning that it can be updated and changed at any time. Within this document, “supervisor” refers to __Ellie Burke____, and “supervisee” refers to ____  ____.

I. Context of Supervision

- A. Supervisee will attend three (3) one-on-one supervision meetings throughout the semester. Deadlines for each meeting are as follows:
 - 1. Fall 2023
 - a) September 29, 2023
 - b) October 27, 2023
 - c) December 1, 2023
 - 2. Spring 2024
 - a) February 16, 2024
 - b) March 8, 2024
 - c) April 19, 2024
- B. Supervisee will attend weekly supervision meetings with their co-facilitator (if applicable) and the supervisor to discuss the facilitation of their workshop.
- C. Supervisor will maintain notes and provide feedback as requested.

II. Goals and Objectives of Supervision

- A. Be on time and participate in all mandatory events
- B. Grow as a leader and peer
- C. Know when to take breaks
- D. Stay engaged with material and understand what is being taught
- E. Communication always

III. Rights of the Supervisee

- A. Uninterrupted time in a private setting
- B. Supervisor’s attention, ideas, and guidance
- C. To receive feedback as requested
- D. Provide insight into the agenda
- E. Ask questions
- F. To expect Supervisor to carry out agreed upon action or provide an appropriate explanation, within an agreed time frame

- G. To have development/training needs met
- H. Challenge ideas and guidance in a constructive way

IV. Duties and Responsibilities of Supervisee

- A. Attendance to meetings, office hours, and events is expected to be *in-person*, not remote.
 - 1. Extenuating circumstances are understandable, but for remote accommodations, advance notice is required.
- B. Supervisee will maintain the Hours Tracker spreadsheet to track the hours they work each week.
 - 1. Failure to complete this document will result in their timesheet not being approved.
- C. The supervisee is expected to be on-time to meetings, office hours, and events.
 - 1. If there are extenuating circumstances, these must be communicated as far in advance as possible.
- D. During office hours, the supervisee will refer to the Office Hours Checklist document and the Task List spreadsheet if they are unsure what they should work on. The supervisor will maintain these documents and keep them up-to-date.
- E. Office hours are expected to be used to review facilitation guides, presentation materials, activities, and anything else that may be needed to prepare for workshops each week.
- F. Seven to eight professional development training events will be organized by the supervisor throughout the semester. Attendance is required to these events, and advance notice of dates and times will be communicated. The dates for these events are listed below:
- G. During the semester, there will be seven opportunities for participation in social/team building activities during the same time as the professional development trainings. Participation in these activities is considered optional, but strongly encouraged.

V. Rights of the Supervisor

- A. To bring concerns/issues about supervisee's work
- B. To question supervisee about workload
- C. Give constructive feedback on work performance
- D. Observe supervisee's practice and initiate supportive/corrective actions as needed
- E. Uninterrupted time in a private setting

- F. Supervisee's attention and ideas
- G. To receive feedback as requested
- H. Provide insight into the agenda
- I. Ask questions
- J. To expect supervisee to carry out agreed upon action or provide an appropriate explanation, within an agreed time frame

VI. Duties and Responsibilities of the Supervisor

- A. Supervisor will be available for support via email, GroupMe, or Teams message and they will share their schedule with the supervisee.
- B. Information regarding events, meetings, and general information will be communicated in advance.
- C. The supervisor's attendance to meetings, office hours, and events is expected to be *in-person*.
- D. The supervisor is expected to be on-time to meetings, office hours, and events.
 - 1. If there are extenuating circumstances, they will be communicated as far in advance as possible.
- E. Documents will be maintained and updated, such as (but not limited to):
 - 1. Office Hours Checklist
 - 2. Hours Tracker Spreadsheet
 - 3. Task List Spreadsheet
 - 4. Calendly Availability
- F. Seven (7) to eight (8) professional development trainings will be designed and facilitated by the supervisor throughout the semester (see dates above).
- G. The supervisor will review the content of each week's workshop so they can be prepared for weekly supervision meetings with facilitation pairs.